



NEW MEXICO ACTIVITIES ASSOCIATION
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TRANSFER RULE **HARDSHIP PETITION**

PURPOSE OF FORM: This form is used **only** to request a WAIVER OF THE TRANSFER RULE (i.e., student enrolls and attends one or more classes then changes enrollment to/from one school to another school) based upon hardship circumstances.

APPLICABLE NMAA BYLAWS:

Rule 6.6 Transfer: A transfer Student is a Student who chooses to attend a high school outside his/her designated attendance zone or who resides with someone other than Parent(s) after his/her initial open enrollment choice, or returns to his/her home district school after an open enrollment choice. Student is ineligible for varsity competition for 180 school days/365 calendar days.

Rule 6.9.2 A.15 Hardship: In individual cases, the NMAA Hardship Review Committee may, at its discretion and upon such terms and conditions as it may impose, waive or modify the Transfer Rules (Section VI) when, in its opinion, enforcement of the rule would create an undue hardship upon the student.

***NOTE:** This form, and all required documentation, must be received in the NMAA Office **no later than 1 week prior** to the NMAA Hardship Review Committee meeting date.

Complete and email all sections of this form, along with all additional documentation with Form A, Form C, and a copy of the transcripts to the NMAA office. Rulings on hardship eligibility requests will be communicated by phone within 24 hours of hearing.

The receiving school is responsible for originating and processing Form A, Form C, and the school transcript, along with the Transfer Rule Hardship Petition, as well as obtaining Verification of Reason for Transfer from the sending school (see Section I).

HARDSHIP PETITION INFORMATION

To be completed by RECEIVING SCHOOL

Submit the following required documentation with this form, **no later than 1 week prior** to the Hardship Review Committee meeting date:

1. Forms A and C, and the school transcripts.
2. Current class schedule (student must be enrolled and attending classes).
3. **Hardship** – Documentation that establishes hardship, including, but not limited to medical documentation, court documents, income tax returns, current earnings statement, list of monthly expenditures, financial information, etc. All documentation to be considered for establishment of hardship must be provided at the time of the initial petition. Additional documentation after ruling will not be accepted.
4. Section I to be completed by sending school and mailed back to receiving school to be part of this application.
5. Section II to be completed by parents or guardians and student.
6. Section III to be completed by receiving school staff.

NOTE: This application, and all required documentation, must be completed and submitted before the Hardship Review Committee can rule on the petition

The **VERIFICATION BY SENDING SCHOOL** shown below, which is a part of the Transfer Rule Appeal Form, is to be completed by the sending school (school previously attended) and returned to the receiving school (school of enrollment).

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***To be completed by RECEIVING SCHOOL prior to sending to SENDING SCHOOL**

NAME OF STUDENT: _____ DATE: _____

SENDING SCHOOL: _____

The above-named student has requested a hardship petition to waive the Transfer Rule due to the following circumstance(s) _____ (i.e., financial, disabling illness, etc.). In order to provide the NMAA Hardship Review Committee with any pertinent information available, please complete and return this form to: _____ no later than _____.
(Receiving School) (Date Required)

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Section I - To be completed by SENDING SCHOOL

VERIFICATION BY SENDING SCHOOL
(REASON FOR TRANSFER)

This portion of the form is to be completed by the sending school (school previously attended) and returned to the receiving school (school of enrollment). Please include any and all information, which may assist at the student's hardship appeal hearing.

- Based on my knowledge, the reason for transfer was:

- If the reason for the transfer indicated by the student/family was related to “**bullying**”, please respond to the following:
 - Does your school provide information on bullying prevention policies and procedures for reporting bullying to parents and students? () Yes () No
 - If yes, what methods does your school utilize to disseminate this information:

 - Are you aware of any reported instances of bullying, hazing or harassment toward the student during his/her enrollment? () Yes () No
 - If yes, was the situation investigated? () Yes () No
 - If yes, describe the situation and the outcome (attempts to correct, consequences, safety plan, etc.):

Section I - To be completed by SENDING SCHOOL – Continued

- If the reason for the transfer indicated by the student/family was “**financial**”, please respond to the following:
 - Did student apply for financial aid? () Yes () No
 - If yes, was financial aid awarded and how much? Please provide copy of financial aid request document including how much was awarded and for how long the aid was awarded.

- Was the reason for transfer due to a situation that could not be corrected by your school? () Yes () No

- If Yes, reason why: _____

- Did you address the reason for student transfer? Please list steps you took to correct student’s reason for transfer.
() Yes () No

- Has this transfer student, parents or guardian ever expressed concern regarding athletic participation?
() Yes () No

- If yes, please explain: _____

- Do you believe the reason for this transfer is in any way related to athletic participation?
() Yes () No

PLEASE ADD ANY ADDITIONAL INFORMATION YOU BELIEVE IS IMPORTANT FOR THE HARDSHIP COMMITTEE TO CONSIDER REGARDING THIS STUDENT.

NOTE: Attach additional materials if needed.

PRINCIPAL’S SIGNATURE

(DATE)

Section I – To be filled out by SENDING SCHOOL’S COACHES – Continued

SPORT: _____

Have the transfer student, parents or guardian expressed concern to you or any member of your staff regarding their son or daughter's:

- Status on the team
() Yes () No
- Playing time
() Yes () No
- Status of program
() Yes () No
- Philosophy of coach
() Yes () No
- Philosophy of athletic program
() Yes () No
- Do you believe the reason for this transfer is in any way related to athletic participation?
() Yes () No

Explain any yes answer: _____

COACHES' SIGNATURE **(DATE)**

Section II – To be completed by PARENT or GUARDIAN

I understand the transfer rules as outlined in Section VI of the NMAA Bylaws. My son/daughter's school principal/athletic director has clearly explained the procedures for petitioning under hardship.

NEW – I verify that the following information is correct and acknowledge that all supporting documentation must be included at the time the petition is initially submitted, that additional documentation may not be considered on appeal, and that by declining to sign and acknowledge this form, the NMAA shall not be permitted to make a varsity ruling on the student. Furthermore, I realize that any falsification of the application shall result in my son/daughter losing high school athletic eligibility.

Signature of Father/Legal Guardian Date Signature of Mother/Legal Guardian Date

Signature of Student Date Contact Telephone Numbers/E-Mail Address

Name of Student: _____ Grade: _____ Age: _____

Current School: _____

School(s) from which you have transferred: _____

Number of semesters in high school: _____ Units passed previous semester: _____ Previous semester's GPA: _____

Other schools' student has attended beginning in the 9th grade: _____

Sports in which you plan to participate: _____

Describe below how this hardship eligibility request applies to Rule 6.6.2, Transfer Student in Good Standing. (If additional space is required, use blank paper, and attach to this form, not to exceed 10 pages).

If bullying existed, as defined by NMAC 6.12.7, was the situation reported? () Yes () No

If yes, to whom? _____

Was the situation investigated by administration? () Yes () No

If yes, what was the outcome (attempts to correct, consequences, safety plan, etc.):

If financial hardship existed, did you request financial assistance? () Yes () No

If yes, how much financial assistance was granted? _____

Section II – To be completed by PARENT or GUARDIAN – Continued

Please complete the following questions:

1. My son/daughter's transfer nullifies the effect of a penalty at his/her previous school that relates to discipline or sports eligibility/participation. () Yes () No

2. My son/daughter has been approached by athletic personnel or other individuals with the intent of encouraging their transfer to school of application. () Yes () No

3. I, as the parent or legal guardian of the applicant, have been approached by athletic personnel or other individuals, e.g. booster club members, with the intent of encouraging their transfer to school of application. () Yes () No

4. My son/daughter is following a coach to another school where the coach has transferred. () Yes () No

5. My son/daughter seeks to participate with teammates or coaches with whom he/she participated in non-school competition during the preceding twelve months. () Yes () No

6. My son/daughter is receiving financial aid from an individual or group associated with the school of transfer. () Yes () No

7. My son/daughter has received a questionnaire card or letter encouraging my child's transfer to the school of application. () Yes () No

8. My son/daughter has been given an item from a coach or school personnel who represents the school of transfer. () Yes () No

9. Have you ever expressed to the coach concerns regarding your son or daughter's status on the team, coaching philosophy, performance of coach on team? () Yes () No

10. Have you informed the principal or athletic director of any concerns you may have regarding your son or daughter's status on the team? () Yes () No

11. Have you requested assistance from any member of the school administration regarding issues and concerns regarding your son or daughter's educational experience at their school? () Yes () No

Section III – To be completed by the STAFF OF THE RECEIVING SCHOOL

As a high school administrator and coach of an NMAA member school, I realize that recruiting and or undue influence is unethical, unprofessional and completely against the rules and regulations established for high school sports.

Reference:

Section VI	Eligibility (Bylaws)
Rule 6.1.2	Transfer of Students for Athletic Purposes Prohibited
Rule 6.1.3	Undue Influence

I also realize that disciplinary action can be taken by the NMAA Executive Board for making contact or encouraging a student who does not reside in my schools' attendance zone to transfer. I also realize that these restrictions apply to booster clubs and any other individual who would contact a student for the sole purpose of encouraging a student to attend a specific school.

I realize that this type of contact can jeopardize my coaching position and the eligibility of the student and the team in which the student is a team member.

I also understand that any falsification of this document will jeopardize the team in which the applicant is a member and my future as a coach at any high school in the state of New Mexico.

I fully understand the philosophy of the NMAA as it relates to recruiting and verify that there has been no attempt to recruit the applicant to transfer schools for the purpose of participating in an athletic program.

NOTE: **This form must be read and signed by the principal, athletic administrator, and all coaches involved in the program in which the transfer student intends to participate.**

SIGNATURE OF PRINCIPAL

DATE

SIGNATURE OF ATHLETIC ADMINISTRATOR

DATE

CONTACT NUMBERS/E-MAIL ADDRESSES

Section III – To be filled out by RECEIVING SCHOOL’S COACHES – Continued

All coaches of sports listed in **Section II** of this application form must sign below. This would include assistants, volunteers, and head coaches. Please read Section III before signing this document.

SPORT: _____

Head Coach

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Volunteer Coach

Volunteer Coach

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Volunteer Coach

Volunteer Coach

.....

SPORT: _____

Head Coach

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Volunteer Coach

Volunteer Coach

Assistant Coach

Assistant Coach

Assistant Coach

Assistant Coach

Volunteer Coach

Volunteer Coach